

**U.S. SECURITIES AND EXCHANGE COMMISSION  
PUBLIC NOTICE OF VACANCY  
NUMBER: ESHA-04-182-EH**

**This position is being reannounced. Applicants who applied under announcement ESHA-04-156a-EH need not re-apply to receive consideration under this announcement.**

**Opens: October 14, 2004**

**Closes: October 28, 2004**

Staff Accountant (SI), SK-510-16

This is a bargaining unit position

GRADE/SALARY RANGE: SK-16 (\$117,600 to \$150,668) annually

PROMOTION POTENTIAL: SK-16

VACANCIES: One

APPOINTMENT/SCHEDULE: Career or  
Career Conditional - Fulltime

LOCATION: Atlanta District Office  
Office of Enforcement  
Atlanta, GA

TRAVEL: Some travel may be required

This job is open to all U.S. citizens. Moving expenses will not be paid. U.S. Citizenship is required.

**WHAT WORK WILL YOU PERFORM?**

As a Staff Accountant, you will:

- Serve as a senior Staff Accountant in the enforcement program in the Atlanta District Office conducting and participating in investigations and litigation.
- Provide professional and technical advice and assistance for the most complex and difficult enforcement cases undertaken by the Office.
- Define the scope of investigations and reviews and evaluate financial and auditing data included in the investigations and proceedings conducted by the Office.
- Identify potential Enforcement Program issues within the securities and financial communities and develop strategies for pursuing those issues, whether by formal investigation or other manner.
- Review and analyze information gathered from within and outside the SEC to determine whether events are isolated actions or part of a greater trend meriting further investigation.
- Interact formally via written and oral reports with senior management throughout the Office regarding investigative opportunities and in order to gather information.
- Direct and conduct special projects that may involve novel or unexplored questions of financial fraud investigations, such as foreign issuers, domestic companies with foreign subsidiaries, auditor issues, and high technology registrants.
- Prepare reports justifying the pursuit of new investigative strategies as directed.

**WHAT ARE THE QUALIFICATION REQUIREMENTS?**

Applicant must meet the Basic Requirements and the Specialized Experience. Applicant must meet qualification requirements by the closing date of the announcement.

**1. Basic Requirements:** You must have:

- A. A degree in accounting or in a related field of study (i.e., business administration, finance, or public administration that included 24 semester hours in accounting and/or auditing subjects (6 of the 24 semester hours can be in business law); or
- B. At least four years of accounting/auditing experience; or
- C. An equivalent combination of accounting experience and college-level education.

**If you meet #s B and C above, you also must have:**

- 1) 24 semester hours in accounting/auditing courses (up to 6 semester hours can include business law); or
- 2) Certification as a Certified Public Accountant or Certified Internal Auditor obtained through written examinations; or
- 3) Degree with at least 15 semester hours in accounting/auditing, provided that the applicant has successfully worked at the full performance level in accounting, auditing, or a related field; and have a

certification from at least two higher-level professional accountants or auditors that the applicant's accounting experience equals the knowledge associated with a 4-year accounting/auditing degree.

**Applicant MUST submit proof of college/university degree (copy of college transcript) at time of application.**

**2. Specialized Experience:** Applicant must have at least one year of progressively responsible specialized experience at the GS-14 level in the Federal service or private sector.

Specialized experience is work in which the applicant performed accounting or auditing work involving (1) the examination of books, records, financial reports, and financial operations of public companies or other SEC registrants, including broker dealers, investment companies, investment advisers or other securities related registrants; (2) preparation of written reports of findings, including worksheets, schedules, exhibits and narratives which may be used to establish agency -- wide policy; and (3) the application of GAAP and GAAS, statutes, rules, regulations, accounting guidance and literature, and policies relating to the preparation or submission of securities-related financial statements administered under federal securities laws and the SEC.

**Applicant must fully describe the progressively responsible experience above in their résumé.**

**3. Substitution of Education:**

**For the SK-16 and above position:** None allowed.

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### **ICTAP ELIGIBLES**

This applies only to current or former career or career conditional Federal employees affected by reduction-in-force (RIF). A well-qualified displaced employee will be referred before any other qualified candidates. If you are an ICTAP eligible applicant, your application will be evaluated against the factor below to determine if you are well qualified:

**For SK-16 displaced or surplus applicant,** your experience must involve:

- Evaluating the work by CPAs in accordance with generally accepted auditing standards and auditing procedures performed to ensure audit was conducted in compliance with the Commission's statutes and regulations required of public companies; establishing facts and resolving accounting issues for enforcement cases with widespread impact within the securities and financial communities.

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**BENEFITS:** SEC provides the following benefits - Thrift Savings Program, Federal Employees' Health Benefits Program, Work Life Programs, Federal Employees' Group Life Insurance Program, Annual and Sick Leave, Long Term Disability, and Flexible Spending Account.

**For Additional Vacancies Visit:** [WWW.SEC.GOV/JOBS.SHTML](http://WWW.SEC.GOV/JOBS.SHTML)

**Security Clearance:** The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.

**Equal Employment Opportunity:** Candidates will be considered without regard to any non-merit reason such as race, color, religion, age, sex, sexual orientation, national origin, or disability. Disabled veterans, individuals with disabilities and veterans eligible for special OPM appointing authorities are strongly encouraged to apply.

**Reasonable accommodations:** SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OAPM. The decision on granting reasonable accommodations will be on a case-by-case basis.

**ESHA JOB POSTING  
EMPLOYMENT GUIDE**  
U.S. Securities and Exchange Commission  
Office of Human Resources (Mail Stop 0-1)  
6432 General Green Way  
Alexandria, VA 22312

Thoroughly read this guide and provide all information requested. The information you give is very important because it will help us determine whether you meet the legal requirements for Federal employment and it allows us to evaluate your qualifications for the position.

**JOB  
APPLICATION**

Apply by submitting a résumé or *Optional Application for Federal Employment* (OF-612). Place in the top right corner of each page of your application: job title, grade and job announcement number and geographic location of the position for which you are applying. Provide last four digits of your social security number, name, address, home and office numbers.

**LEGAL  
REQUIREMENT  
S  
EDUCATION &  
TRAINING**

United States citizenship is required. You must state in your application that you are a U.S. citizen. Males over age 18 born after December 31, 1959 must be registered with the Selective Service System or have an exemption. List any formal education received in an accredited institution. Give full name and address of high school, college, university, law school; type of certificate, diploma, or degree; grade point average; and month, year degree earned (or when you expect to earn your degree).

**EXPERIENCE**

- You must **submit a copy or the official college transcript**.
- List the job title of your position; name and address of employer; and, supervisor's name and telephone number. You must show beginning and ending employment dates in month and year (i.e., March 2000, 3/00 or 3/2003). You must show average hours worked per week and starting, ending and/or present salary.
  - Describe (with examples) any work experience related to the specialized experience required by the vacancy announcement. Be explicit about what work you did. Do not assume that the evaluator will understand what work you have done just based on your title, the kind of business you were involved in, or the name of your organization or company.
  - Indicate whether we may contact your present and previous employers.
  - If you are currently or were formerly employed as a civilian in the Federal Government, indicate the highest grade held and attach a copy of your SF-50.
  - If a mandatory selective factor is present in the job announcement, candidates must meet it in order to be given consideration for the position.

**MANDATORY  
SELECTIVE  
FACTOR  
EVALUATION  
PROCEDURES**

A Human Resources Specialist will evaluate your application to determine whether you meet the minimum qualifications (and any mandatory selective factor) specified on the vacancy announcement. All minimally qualified candidates will be referred to the selecting official who will make the final hiring decision.

**SPECIAL  
SELECTION  
PRIORITY**

- This applies only to current or former career or career conditional Federal employees affected by reduction-in-force (RIF). Review your specific RIF notice about your rights and period of eligibility for special priority selection under the Interagency Career Transition Assistance Plan (ICTAP).
- To receive special selection priority as a Federal employee, you must: (1) apply timely for a specific job announcement with no greater promotion potential than the position from which you have been or are being separated; (2) occupy or be displaced from a position in the same local commuting area of the vacancy for which you are requesting priority consideration; (3) have a current (or last) performance rating of record of at least fully successful; and (4) determined to be well-qualified as a displaced Federal employee for the SEC position.
- If you meet the SEC's well-qualified criterion, your application will be referred to the selecting official before any other qualified candidate inside or outside the Federal Government.

**FILING A JOB  
APPLICATION**

**WHERE TO  
SEND YOUR  
APPLICATION**

You may:

1. Mail your application through the U.S. Postal Service. Mailed applications must be received by the closing date stated on the announcement.
2. Fax your application by the closing date specified on the announcement to phone number below.

U.S. Securities and Exchange Commission  
Office of Human Resources (Mail Stop 0-1)

Attention: MaryAngela Veon

6432 General Green Way

Alexandria, VA 22312

Fax Number: 703-914-0556